



Our Future Starts
With *you!*

POSITION: Director of Communications

DEPARTMENT: Albany County Legislature

SALARY: \$80,000-\$100,000 (Commensurate with experience)

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The Albany County Legislature, Office of the Chair, seeks candidates for the position of Director of Communications. The candidate should be an organized, dedicated professional with expertise in planning and executing comprehensive and strategic communications campaigns. The Director of Communications must be aggressive and proactive in seeking and executing communications plans and strategies while understanding how to maximize and initiate opportunities for media coverage. In this position, the candidate will assist members of the Albany County Legislature with their legislative and grassroots advocacy efforts and community initiatives while managing various internal and external communications, serving as the media point of contact on behalf of members of the legislature, and keeping the public informed on Legislative priority issues and accomplishments. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair of the Legislature.

MINIMUM QUALIFICATIONS:

- A bachelor's degree is required; a master's degree is preferred;
- Five (5) years of experience in communications, public affairs, media relations, and/or marketing-related positions preferred;
- Proficiency in software such as Canva and other tools related to the creation of social media graphics;
- Ability to synthesize local laws, resolutions, and reports
- Ability to manage multiple priority projects;
- Ability to work some evenings, weekends, and holidays;
- Ability to travel to and from events throughout Albany County; and
- The successful candidate must be a resident of Albany County at the time of hire.

Please upload a resume and writing sample with this application.

POINT OF CONTACT FOR INQUIRIES:

Liam.mcdonald@albanycountyny.gov

